

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120021-1

CONTROL NO.

OL/SD/ ☐ FTB - 5 STAT

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

## OBJECTIVES AND ACCOMPLISHMENTS

2. TYPE  
OF  
REPORT

STATISTICAL

XXX

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

XXX

PERSONNEL

LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

BIANNUAL

6. DISTRIBUTION (No. of components not  
number of copies)

1

7. FORMAT (memorandum, form  
computer print-out, etc)  
MEMO

8. ADP PROCESSING

YES

XXX

NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

STAT

10. PREPARING COMPONENT (include lowest level  
contributing information to report)OL/SD/ ☐ FTB11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-13	\$8.06		1/2 Hr.		\$4.03		2		\$8.06
GS-05	3.15		1/2 Hr.		1.58		2		3.16

## B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$11.22

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

The purpose of this report is to present a consolidated review of major items of interest accomplished within a 6 month period and to provide major items of future involvement by the branch.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

OTHER (explain)

XXX CHANGE

PLACE A HIGHER DEGREE OF EMPHASIS ON PROVIDING  
OBJECTIVES

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

9/22/70

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CHIEF, FREIGHT TRAFFIC BRANCH

18. EXTENSION

STAT